

Proposed
Neighborhood and Community Engagement Commission Bylaws
November 2012

Establishment

On September 26, 2008, the City Council adopted Resolution 2008R-402 that established a Neighborhood and Community Engagement Commission (NCEC) with responsibilities to advise the Mayor, City Council, and City departments on community participation policies and processes to systematize community input into City processes. On December 16, 2011, the City Council adopted Resolution No. 2011R-667 Amending and Restating Resolution 2008R-402 entitled *Establishing a Neighborhood and Community Engagement Commission*, passed September 26, 2008.

Vision

The City Council determined in Resolution No. 2011R-667 that the Vision for the Neighborhood and Community Engagement Commission is a City and community engagement process that increases inclusiveness, empowerment and greater opportunities for participation by all community members of the City of Minneapolis.

Purpose/Mission

The NCEC in its advisory capacity shall serve to engage and advocate for the neighborhoods and community in their deliberations with the City Departments, City Council and Mayor, shall deliberate and make recommendations to the NCR Department, City Council and Mayor around issues specific to the NCEC scope of authority and responsibility as defined by the City Council and approved by the Mayor in Resolution No. 2011R-668, adopted December 16, 2011.

The City Council determined in Resolution No. 2011R-667 that the roles and purpose for the Commission going forward shall be:

- a) **Partner.** In collaboration with the NCR, study issues, courses of action, policies and programs that affect the quality of life for City residents and make recommendations for improvements to City departments and the City Council as they pertain to community participation policies and delivery of services while integrating the voice of residents into the City's decision-making processes;
- b) **Appeals, Grievances and Designation.** Consider appeals from neighborhood organizations regarding funding decisions involving the City funded programs administered by the NCR, including the Community Participation Program (CPP) but excluding any NRP plans. The Commission will hear grievances of actions taken by neighborhood organizations and recommend to the City any necessary corrective remedies. The Commission will designate the recognized neighborhood organizations in the City;
- c) **Create Policy.** Establish community engagement policies for the City's neighborhood programs, excluding Phases I and II of the Neighborhood Revitalization Program, which promote more representative neighborhood organizations;

- d) **Cultivate Relationships.** Serve as liaisons between the City of Minneapolis and community and neighborhood organizations. In this role the Commission shall make every effort to ensure that the concerns represented reflect the diverse viewpoints and interests of the residents of Minneapolis;
- e) **Increase Participation.** Advise the City Council on policy matters to build the capacity of underrepresented groups in order to increase their participation in the civic governance of the City, expand the ability of neighborhood organizations to engage diverse neighbors, and assist in building partnerships with communities and groups that often do not participate in the formal neighborhood system, such as communities of color, new Americans and refugees as well as low income residents;
- f) **Broaden Representation.** Develop a five-year community engagement policy plan to increase the number and diversity of people involved in their communities and seated to both City boards and Commissions. This participation contributes to and strengthens the vitality of community capacity and increases the impact of the community on public decisions;
- g) **Give Voice.** Promote broader engagement, increase inclusion, and identify/remove barriers of participation by fostering a sense of community and helping all residents address specific concerns via the NCR department and the Commission;
- h) **Review.** The Neighborhood and Community Relations department business plan.

Reporting

The Neighborhood and Community Engagement Commission (NCEC) shall prepare and provide periodic reports on its activities, at a minimum annually, to the City Council Committee of the Whole, the neighborhood organizations, and the community.

Membership

The Commission consists of 16 membership seats. The length of membership term is 24 months with a limit of three (3) two-year terms.

Appointed Membership

8 members appointed using the City's open appointments process and a public hearing
 5 members appointed by the City Council of the City of Minneapolis; and
 2 members appointed by the Mayor of the City of Minneapolis;
 1 member appointed by the Minneapolis Park and Recreation Board;

1 Mayoral appointment and 3 City Council appointments will be appointed in even number years

1 Mayoral appointment, 2 City Council appointments and 1 Minneapolis Park and Recreation Board appointment will be appointed in odd number years.

Elected Membership

8 members elected by the City's officially recognized neighborhood organizations through a process defined by the officially recognized neighborhood organizations. The NCEC will maintain a record of the current election process for neighborhood organizations.

The representatives elected by neighborhood organizations shall be eight residents of the City of Minneapolis, selected in accordance with the process defined by the City's officially recognized neighborhood organizations.

Half of the members will be elected in even number years

Half of the members will be elected in the odd number years

Terms of Membership

All members elected or appointed shall begin their terms in July and the process to elect or appoint each members shall be based on this start date.

Section 2. Attendance Requirements

Commissioners are expected to attend all regularly scheduled meetings of the NCEC and the task forces on which the Commissioner serves. Provisions for termination of membership due to nonattendance are provided for in Resolution 2011R-667.

Due to non-attendance by a NCEC member, the NCEC Executive Committee may recommend the member for removal to their appointing or selecting authority through the following process.

Time Commitment

The estimated time commitment per month for regularly scheduled and other meetings is approximately five (5) to ten (10) hours per month.

Section 3. Membership in Good Standing

All NCEC members shall be aware that they represent the community at all times. If a member exhibits behaviors that reflect negatively on the NCEC, actions up to and including recommendation to the appointing or electing authority for removal from the NCEC may result.

Section 4. Resignation

Letters of resignation or verbal notification to a person of authority of the decision to resign shall be directed to the Chair of the NCEC and the Director of the NCR Department. The Chair and the NCR Director shall notify the appointing or electing authority and NCEC Commissioners within five (5) days from receipt of the letter of

Section 5. **Vacancy**

The same procedure used in appointing or electing new members shall be used in filling vacancies. Replacements will serve out the remainder of the term of the member who has left the commission.

Quorum

A quorum of the NCEC shall consist of a majority ($1/2 + 1$) of the current seated members.

Governance

Section 1. **Prerequisites**

The Minneapolis City Council Resolution 2011R-667 establishing the NCEC does not prescribe a decision-making model. Section 9 of the enabling resolution, entitled *Selection of Officers*, specifies that a Chair, Vice Chair and any other officers shall be selected annually by the 16 commission members.

Section 2. **Decision-Making Process by Majority Rules**

The NCEC and its task forces shall use Robert's Rules of Order, newly revised, in conducting meetings.

Section 2. **Election of Officers**

Subdivision a. The NCEC Executive Committee shall consist of a Chair, a Vice-Chair, a 2nd Vice-Chair, and a Secretary

Subdivision b. The Executive Committee members shall be elected annually at the first regularly scheduled meeting of the NCEC following elections and appointments, ordinarily in July.

Subdivision c. The Executive Committee shall be elected by a majority vote of the seated Commissioners present on the date of election. Proxy voting is prohibited. Voting for executive committee members shall be done by secret ballot.

Subdivision d. Executive committee members shall serve one-year terms Executive committee members may be re-elected.

Subdivision e. Persons may serve in one executive committee position at a time.

Subdivision f. Commissioners may self-nominate or be nominated to a position by a fellow Commissioner. Any Commissioner nominated by another person must accept the nomination before voting begins. Commissioners need not be present to be elected.

Subdivision g. Voting shall occur in descending order beginning with the Chair position, followed by the Vice Chair, followed by the 2nd Vice-Chair, and followed by the Secretary

Section 3. **Executive Committee Roles and Responsibilities**

Chair.

The Chair shall open the session with a quorum at the time at which the commission is to meet, by taking the chair and calling the members to order, to announce the business before the commission in the order in which it is to be acted upon, to state and put to a vote all questions which are regularly moved, or necessarily arise in the course of proceedings, and to announce the result of the vote. The Chair shall decide all questions of order, subject to an appeal to the commission, and shall inform the commission on a point of order or practice.

The Chair shall authenticate, by his/her signature, when necessary, all the acts, orders, and proceedings of the commission, and in general to represent and stand for the commission, declaring its will, and in all things, obeying its commands.

The Chair has authority to do only those things assigned to that office by the Bylaws, or other actions as prescribed by the NCEC.

Vice Chair.

The Vice-Chair assumes the position of the Chair in the Chair's absence.

The Vice-Chair assists the Chair in meeting and agenda management;

The Vice-Chair shall be responsible to maintain accurate attendance records of the NCEC meetings.

2nd Vice-Chair.

In the absence of the Chair and Vice-Chair, the 2nd Vice-Chair assumes the responsibilities of the Chair.

The 2nd Vice-Chair assumes the responsibilities of the Secretary in the Secretary's absence.

Secretary.

The Secretary shall ensure that NCR Department staff maintains an accurate a record of the proceedings of the NCEC and record the minutes of each meeting, document the decisions, deliberations, and action points of each meeting.

The Secretary assumes the position of the Chair in the absence of the Chair, the Vice-Chair, and the 2nd Vice-Chair.

The Secretary ensures review of the minutes by the Executive Committee and that meeting minutes are delivered to NCEC Commission members not later than ten days

following the regularly scheduled NCEC meeting; The Secretary shall also present the minutes to the Commission for approval at Commission meetings

Meetings

Section 1. Regular Meetings

The NCEC shall meet monthly.

The NCEC monthly meetings shall be convened by the Chair and supported by the NCR Department staff.

Section 2. Agenda

The Executive Committee presents the agenda for Commission meetings to the full Commission. Commission members may suggest agenda items to the Executive Committee and at Commission meetings.

Section 3. Notice

A schedule for the regular meetings of the NCEC, stating the dates, times and location of meetings shall be posted online with advance notice of at least ninety (90) -calendar days.

Section 4. Special Meetings

Special meetings shall ~~only~~ be called by either the executive committee, or by written request of at least a quorum of the NCEC members, and supported by the NCR staff. Notification of Special Meetings must be provided a minimum of three days prior to the meeting.

Section 5. Open Meetings

Meetings of the Commission will be open to the public and televised, when possible, and subject to the requirements of the Minnesota Open Meeting Law, pursuant to Resolution No. 2011R-667.

-All committee and task force meetings will be open to the public.

Section 6. Minutes

Official minutes shall be taken at every regular and special meeting of the NCEC. The minutes shall record persons in attendance, the identity of commissioners not in attendance, wording of agreements and actions taken. NCEC task forces shall prepare official minutes of their respective meetings.

Establishment of Committees or Task Forces

The NCEC shall establish committees or task forces as it deems necessary and appropriate.

Section 1. Advisory Capacity

All committees or task forces of the NCEC shall serve in an advisory capacity to the NCEC. No committees or task forces shall have the authority to approve or execute decisions or actions on behalf of the NCEC unless explicitly given that authority by the NCEC.

Section 2. Purpose and Membership

All committees or task forces established by the NCEC shall be documented with at minimum the following information: Purpose, ~~Duration~~, Number of Members, and Selection Criteria for Members, and Convener for Initial Meeting. Membership on committees or task forces is assumed to be members of the NCEC unless otherwise specified, with staff support to be requested from the NCR Department.

Bylaws Adoption and Amendment

Section 1. Adoption

These Bylaws shall be adopted by an affirmative vote of a two-thirds majority of the seated membership of the NCEC. The month and date of accepted amendments shall be recorded on the cover page of the bylaws document. Copies of the amended and/or approved bylaws shall be available and in alternative formats upon request for each Commissioner and any other persons or entities that have an interest in the NCEC within sixty (60) days after adoption.

Section 2. Maintenance

These Bylaws must be reviewed by a work group of the NCEC at least every two years, beginning from the date of adoption.

Section 3. Amendment

Proposed amendments to these Bylaws must be submitted to the Secretary, to be sent to Commissioners ~~out~~ with regular meeting announcements and agenda items. The proposed amendments must be discussed at the monthly NCEC meeting prior to the monthly NCEC meeting at which the proposed amendments may be considered for adoption.

These Bylaws may be amended at any time, provided that any proposed change to the Bylaws may not be acted on until the regularly scheduled monthly NCEC meeting that follows the month in which the proposed Bylaw change is presented, in writing, to the commission. Amendments to these Bylaws shall be adopted by an affirmative vote of two-thirds majority of the seated membership of the NCEC.

Ethics/Conflict of Interest

As with all City of Minneapolis' boards and commissions, the NCEC is subject to the Minneapolis Code of Ordinances Title 2 Chapter 15 ETHICS IN GOVERNMENT. The commission COMPLIES with the ethics and conflict of interest policy as outlined in the Minneapolis Code of Ordinances Title 2 Chapter 15 ETHICS IN GOVERNMENT.
[http://www.minneapolismn.gov/www/groups/public/@clerk/documents/webcontent/conve
rt_258695.pdf](http://www.minneapolismn.gov/www/groups/public/@clerk/documents/webcontent/conve
rt_258695.pdf)

ADDENDUM A

Procedure for Alternates for the Neighborhood and Community Engagement Commission Alternates (subject to City Council and Mayor enabling legislation)

Alternates for Commissioners

As provided for by the enabling legislation of the City Council and Mayor, Alternates for the Neighborhood and Community Engagement Commission (NCEC) may be appointed by the Mayor, City Council, or Park and Recreation Board, and may be elected by the Neighborhood Organizations pursuant to the same rules adopted for the election of Commissioners.

Alternates: Powers and Duties

Alternate members to the Commission shall have no powers except in the absence of the At-Large or District Commission member they are recognized to represent.

Alternates may not make motions or vote, or participate in Commission discussions, unless they have been seated for a member.

Alternates may be appointed to serve on Commission Task Forces and Subcommittees in order to assist with completion of the work of the Commission.

Alternates: Selection and Tenure

The Alternates elected by the Neighborhood Organizations shall be elected pursuant to the procedures for the election of Commissioners. The Alternates for At-Large Commissioners may be appointed by the City Council, Mayor, and Park and Recreation Board according to the open appointments process.

If, subsequent to his/her election, a Commissioner elected by the Neighborhood Organizations moves out of his/her District, but remains within the City of Minneapolis, s/he may complete his/her term.

A Commissioner who dies, resigns or moves outside the City of Minneapolis during his/her term shall be replaced by his/her appointed or elected Alternate as of the next meeting after the Commissioner vacates his/her seat.

If a Commissioner vacancy occurs for which there is no Alternate to be elevated, the Commission shall arrange for a special election to fill the seat.

It shall be the responsibility of each Commissioner to inform his/ her Alternate in a timely fashion that s/he will not be able to attend a meeting.

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Neighborhood and Community Engagement Commission Election Process

Candidates submit applications to NCR with designation as a candidate for commissioner, for an alternate commissioner or for both.

Voter guide online and mailed to Neighborhoods

NCR Department collects applications for the NCEC, posts candidate profiles online and sends out a hard copy to each neighborhood organization after the filing period has closed.

Neighborhoods appoint Electors & Elector Alternates and provide names to NCR

Elector system

Each neighborhood selects one elector and one alternate elector. Neighborhood organizations with multiple neighborhoods get the corresponding number of electors and votes. Each neighborhood decides who and how to select their elector/alternate.

Follow the NRP Policy Board election process for candidate questions, profile and guidelines (i.e. can't raise funds for campaign, etc.)

Voting Guide

Available on NCR website following close of application period. Includes candidate profiles and voting process. Distributed to electors/alternates prior to the election meeting.

Point of Contact

Responsibility to communicate the process falls to neighborhood staff, board chairs and neighborhood representatives elected for the process.

Candidates

All candidates, must live in the district they intend to represent. Neighborhood staff is eligible to become candidates. In the event a candidate is unable to be present due to work conflict or unforeseen circumstances, the candidate provides written notice to NCR prior to the election. Neighborhood determines exceptions for a candidate to exclude their physical presence.

Candidates are expected to present themselves to their neighborhood board to discuss board expectations and for boards to meet their candidates.

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Election Process

NCR schedules an election date and time to facilitate the election.

The meeting is moderated and facilitated by members of an objective organization selected by NCR and neighborhood organizations: e.g. Hennepin County Commissioners, Minneapolis Park Board Commissioners, School Board Directors, etc.).

One Neighborhood; one vote.

Upon entering the meeting room all candidates, electors and elector alternates) identify themselves and sign in at a registration desk.

Each District holds their election in a designated election area that is closed to all but the candidates, electors and elector alternates.

The floor is closed once elections begin. The floor may be opened for additional instruction or further discussion.

Each neighborhood elector group identifies a facilitator from among themselves to open and close the district election. This person is responsible to issue ballots, tabulate the votes and submit results to the registration desk.

Election is held for candidates vying for the NCEC Commissioner positions.

A separate election for the alternate commissioner position is held after a candidate is identified as the winner of the NCEC Commissioner position.

Nominations from the floor or write-in nominees are not allowed.

Endorsements or testimonials are not allowed

Absentee ballots are not permitted.

Majority vote determines the winner.

Voting Results

Must receive at least 50% of votes to be verified by the facilitator as the winner.

If no candidate receives 50% of the votes, additional voting rounds occur until a winner is declared with 50% of the votes.

Facilitator posts the winning candidate name onto the NCEC Neighborhood Representative poster.

NCR notifies neighborhoods and city residents of the newly elected neighborhood commissioners the day following the election.